



Update on the Office of the Secretary of the District of Columbia Operating Status during COVID-19 Emergency

What is our operating status?

The Office of the Secretary, along with the rest of the District government, remains operational. We have prioritized three essential functions for the Office including: 1) Custodianship of the Mayor's signature and seal 2) Preparation of the Mayor's Executive Orders, Directives and Administrative issuances and 3) Publication of the DC Register.

How does this impact what we do?

- For essential services listed above there are no changes. We are operating remotely.
- **Notary Commissions** – We are working remotely to approve notary applications.
- **DC based Embassies and the US Department of State** – We are responding to calls and emails.
- **Ceremonial Requests** – We are suspending operations until further notice.
- **Public Records and Archives Requests** – We are suspending operations until further notice.

How does this impact our physical locations?

The Office's primary location at John A. Wilson building is open by appointment only to facilitate mayoral signatures. Office hours are limited to 3:00- 5:00 pm.

What else are we offering to meet your needs?

- To find a DC notary near you, please click [here](#).
- If you are planning a celebratory event requiring a ceremonial document after the conclusion of the public health emergency, you can request a document by clicking [here](#).

What precautions are we taking to limit the spread of the coronavirus (COVID-19)?

Our employees are taking precautions to keep themselves healthy and limit the spread of infections. Employees have been asked to let their supervisor know immediately if they feel sick. All public facing offices have been closed.

Where should you go if you have questions?

For questions about any of the services we provide and information on any future changes, please contact us at 202-727-6306 or secretary@dc.gov.